



# MIAMI BEACH

## City of Miami Beach

### PARKING DEPARTMENT

1755 Meridian Avenue, Suite 200, Miami Beach, FL 33139

Ph: (305) 673-7505, Fax: (305) 673-7402, [ashamarajh@miamibeachfl.gov](mailto:ashamarajh@miamibeachfl.gov)

## SPECIAL EVENTS PARKING SPACE RENTAL FORM

Date: \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No \_\_\_\_\_ Email: \_\_\_\_\_

From: Asha Marajh/Office Associate IV /Meter Rental Liaison

Phone No. 305-673-7505 ext.6729

Fax No. 305-673-7402 or email back at [ashamarajh@miamibeachfl.gov](mailto:ashamarajh@miamibeachfl.gov)

**Payment must be made in advance. All transactions are to be completed and paid before 2 P.M. Monday through Friday. Form of payment includes cash, check and credit card (MasterCard, Visa and American Express are accepted).**

In order to better serve your parking needs, the Parking Department requires the following information.

- \_\_\_ 1. Copy of Special Event Application
- \_\_\_ 2. Copy of Insurance Certificate (if applicable)
- \_\_\_ 3. Meter numbers located in the head of the meter OR Plate numbers located on the sidewalk

You are required to list **EACH** meter number or plate number

Location: \_\_\_\_\_

**Meter / Plate No.'s:** \_\_\_\_\_

\_\_\_ 4. Date/From: \_\_\_\_\_ To: \_\_\_\_\_

Time/From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

- \_\_\_ 5. Please list type of vehicles parked at the location, please note that only essential vehicles are allowed to park. **(No personal vehicles and/or crew parking permitted.) Promotional vehicles are not allowed**

**All rentals must be requested 48 hours in advance. Exceptions will be assessed a \$20.00 processing fee. Cancellations without 24 hours notice will be assessed a \$20.00.**

**There will be a charge of \$ 20.00 for all returned checks or 5% of the total whichever is greater. You will be solely responsible for all bank fees. All future payments by your company must be paid in cash or money order for a period of (1) year.**

Once you have completed the above information, sign and fax to Asha Marajh to the above fax number. Please note that NO ORDERS SHALL BE PROCESSED without signature and complete information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.

APPROVED BY: \_\_\_\_\_

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Dear Customer:

The Miami Beach Parking System has established the following procedures for the rental of parking spaces:

**1. All rentals must be requested 48 hours in advance.**

2. The Miami Beach Parking System will "BAG" and "UNBAG" meters or place gorilla poles during the rental period.

3. Charges are as follows:

A.	Administration Fees:	0 - 5 meters/spaces	\$20.00
		6 - 10 meters/spaces	\$25.00
		11 or more meters/spaces	\$30.00

**B. Construction Meter/Space Rentals:**

\* A copy of a valid, City issued Building or Work Permit must accompany each application for meter rental.

--Fee per space: ----- 0 - 5 meters/spaces ----- \$5.00 per meter/space, per day.  
----- Each Additional meter/space  
over 5 meters/spaces - \$10.00 per meter/ spaces, per

day.

----- All "WEEKEND" rentals (per meter/space --\$10.00 per meter/space, per day

\*\*\*Regardless of the amount of meters/spaces.

**C. Production & Film \ Special Events Rentals:**

**\*A copy of a valid, City issued Production/Film or Special Events Permit must accompany each application for meter/space rental.**

**\*Each meter/space ----- \$10.00 per meter/space, per day.**

**\*\*Regardless of the amount of meters/spaces.**

**D. All Other Rentals:**

**\*Each meter/space----- \$10.00 per meter/space, per day.**

**\*\*\*\*Regardless of amount of meters/spaces.**

4. In the event the parking meter (head) and/or pole has to be removed for any length of time, a \$50.00 (per meter) removal and \$50.00 (per meter) reinstallation fee will be assessed and paid in full prior to the Parking department removal of the meter. You will be responsible for the daily rental fee until the meters are reinstalled. A two week advance written notification is required.

5. You are responsible for any and all damages which may occur to the parking meter, parking meter pole, or the parking meter bag and lock during the rental period.

6. The Miami Beach Parking System will "bag or gorilla poled" the meter or space purchased, but will not "reserve" the parking space by ticketing or towing. You are solely responsible for the use of the spaces during the rental period.

7. The City of Miami Beach's processing fee for returned checks is \$20.00 or 5% of the total amount of the check; whichever is the larger amount. As a result, all future payments will only be accepted in the form of cash, cashier's check or money order for a period of one (1) year.

THE ABOVE IS FOR INFORMATIONAL PURPOSES ONLY AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE CITY ALSO RESERVES THE RIGHT TO MAKE CHANGES WHICH ARE NOT CURRENTLY COVERED IN THESE INSTRUCTIONS.